

# **NAVAL STATION NEWPORT**

Month 2017 Monthly Update Report

DATE

**1. Executive Summary**

[INSERT EXECUTIVE SUMMARY]

**2. Description of In-Kind Consideration Project**

[INSERT BRIEF IKC SCOPE OF WORK DESCRIPTION]

**3. Summary of Activities during the Previous Calendar Month**

[SUMMARY OF MONTHLY ACTIONS]

**4. Forecast of Activities Scheduled for the Current Calendar Month**

[SUMMARY OF UPCOMING ACTIONS]

**5. Written Description about the Progress relative to Applicable Milestones**

[MILESTONES]

**6. List of Issues that Could Potentially Impact Applicable Milestones**

[ISSUES]

**7. Progress and Schedule of Material Agreements, Contracts, Permits, Approvals, Technical Studies and Major Equipment Purchase Orders**

The proposed project schedule is set forth below and reflects current estimated progress and schedule.

[INSERT SCHEDULE/POAM FOR PV PROJECT AND IKC PROJECT]

**8. Pictures, in sufficient quantity and of appropriate detail, in order to document the progress of the PV Facility or In-Kind Consideration Project (as applicable)**

[INSERT PHOTOS]